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Approved For Release 2001/07/12 : CIA-RDP78-03092A000400020001-2
MINUTES

CIA RETIREMENT BOARD MEETING

2:05 p.m., 9 May 1967

PRESENT: Mr. Emmett D. Echols

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Mr. John S. Warner

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- Chairman
- DDP Member
- DDP Member
- DDI Member
- DDI Member
- DDS&T Member
- Legal Adviser
- Technical Adviser
- Finance Adviser
- Recording Secretary
- Acting Executive Secretary

GUESTS : Mr. Lawrence R. Houston, General Counsel
25X1A9a [REDACTED] Chief, Benefits and Services Division, OP

1. The minutes of the last meeting of the Board were reviewed and approved as presented.

2. The Board reviewed 8 cases of employees who had been nominated for designation as participants in the System, and 3 requests from participants for voluntary retirement. It took action as follows:

a. Recommended designation as a participant of the following named employee who has completed 15 years of Agency service:

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b. Recommended the following named employees with 5 or more years of Agency service for designation as participants in the System:

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c. Recommended approval of the requests for voluntary retirement received from the following named participants:

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Effective Date

31 August 1967
31 August 1967
30 June 1967

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3. Recommended the removal of [REDACTED] from the System in accordance with paragraph e. (2)(b) of HR [REDACTED] in that he had not performed the minimum period of qualifying service in relation to the years of Agency service.

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4. The Chairman presented four cases involving requests for extension of scheduled retirement under the Civil Service Retirement System based on compassionate grounds. The Board took action as follows:

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a. [REDACTED] requested that she be granted an extension of employment beyond her scheduled retirement date of 3 August 1967. [REDACTED] parent office and her Career Service did not support this requested extension, however her Career Service stated that if the Board granted an extension they could continue to employ her. The Board agreed that [REDACTED] employment be extended and that she be encouraged to move out, hopefully, on or before 30 November 1967. The Board further agreed that if she is not out at the end of this calendar year, the Chairman has the discretion and responsibility to bring this case back to the Board.

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b. [REDACTED] requested that she be granted an extension of employment for an additional period of one year until 30 June 1968, at which time she states that she will retire. [REDACTED] has previously been granted two extensions of her retirement date. [REDACTED] parent office and her Career Service stated that while there are no operational grounds on which to base a management request for an extension, that in the face of the clerical shortage they can continue to make use of her services in the event an extension is granted. The Board agreed that [REDACTED] be granted an additional one year extension, until 30 June 1968, with the understanding that she will retire at the end of this period.

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c. [REDACTED] requested that she be granted an extension of employment for a period of one year beyond her scheduled retirement date of 31 May 1967. [REDACTED] Career Service endorsed this requested extension. The Board agreed that [REDACTED] be granted an extension of one year, until 31 May 1968. It was further stipulated that she be asked to make an effort on her own and through the Outplacement Office to try to find other employment, and that this case be reviewed at the end of 10 months.

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d. [REDACTED] requested that he be granted an extension of employment beyond his scheduled retirement date of 24 September 1967. [REDACTED] states in his memorandum that in addition to the financial hardship that retirement at age 62 would impose, he considers enforced early retirement as a breach of the understanding on which he accepted employment with the Agency. [REDACTED] parent office and his Career Service agree that while they cannot request a waiver on the basis of operational necessity, they can continue to make effective use of his experience in his present position. The Board agreed to grant [REDACTED] an extension of his scheduled retirement until 24 March 1968. The Board further stipulated that [REDACTED] was to be told that he is supposed to start looking for outside employment now.

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5. The Board discussed the guidelines to be considered in dealing with requests for extension of retirement under the Civil Service Retirement System. In addition to the items listed on the guidelines presented the members of the Board offered several other suggestions for items which would be helpful in reaching a determination in these cases. Henceforth, the following information will be presented in each of these cases:

- a. Fact Sheet - This sheet will include the employee's grade, salary, date of birth, service computation date, and current and projected annuity computations. Also included will be the employee's leave balances, eligibility for and amount of Social Security benefits, entitlement to continue hospitalization and life insurance, and any other pertinent information elicited through a personal interview;
- b. Statement from the Deputy Director concerned;
- c. Statement from the employee's parent office;
- d. The employee's memorandum requesting the extension;
- e. Statement from the Outplacement Officer giving a brief summary of what conversations he has had with the employee and his evaluation of the opportunities of the employee to get a job;
- f. Biographic Profile;
- g. Latest Fitness Report.


6. The Chairman informed the Board that Col. White and/or in consultation with the Director sees no reason to handle extensions under the Civil Service System any differently than extensions under the Agency Retirement System. He stated that the revised Regulation will provide that the Director will act on extensions with the advice and guidance of the Retirement Board for both retirement systems.

7. The final item on the Agenda was a discussion with Mr. Lawrence Houston and Mr. John Warner concerning interpretation of the statutory and regulatory background of the CIA Retirement and Disability System.

8. It was agreed that in view of the limited number of routine cases to be handled at the next meeting that the books would be circulated and that Board approval would be handled by telephone.

9. The meeting adjourned at 4:25 p.m.

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Acting Executive Secretary

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